**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Database Design Tools, p 106**

**Naming Conventions**

1. List the naming conventions that can be applied to a database.

* Tbl
* Cus
* Qry
* Frm
* Rpt

**Entity-Relationship Diagram, (ERD)**

1. Describe the nature of these diagrams.

* ERD is used by database designers to establish the interrelationships between different data elements.

1. Draw the symbols used to represent, entities, relationships and attributes.

Entities

Relationships

Attributes

**Data Structure diagram**

1. What is the purpose of this diagram?

* To indicate the relationship that exists between the specific tables of the planned database so that the developer will know how the tables ought to be linked.

**Query Design**

1. What is a query?

* A query is an inquiry into the database. Used to extract data from the database in a readable format according to the users request.

1. Distinguish between a primary and a secondary sort

* Primary sort is the first sort you complete and a secondary sort is any sorts after that.

**Layout diagram**

1. What does a layout diagram involve?

* A layout diagram involves sketching what an input form or the output of the solution will look like.

1. List what is contained on a layout diagram.

* Headings
* Labels
* Fields
* Formatting details (font type, size and style)
* Formulas

**Test Data**

1. When is a set of test data prepared?

* A set of test data is prepared in the design stage that will be used during development to ensure that the solution is functioning correctly.

1. What is the role of the test data?

* The role of test data is to test all aspects of the solution, including identification and handling of unreasonable or incorrect data.

**Validating data**

1. List the available electronic validation checks in the software.

* Drop down lists
* Range check
* Existence checking
* Data type checking

1. What is an input mask?

* An input mask reduces the chance of invalid data being entered. Can be set for any field that holds text or date; used to indicate where data may be entered.